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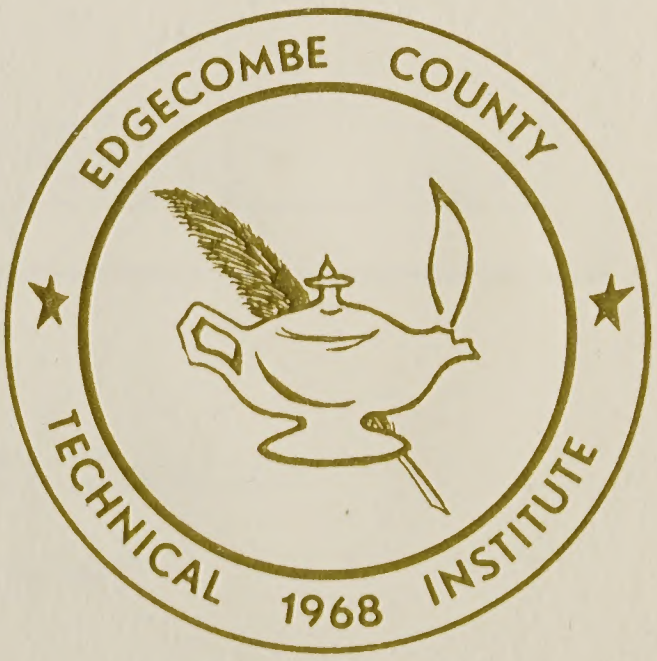
CATALOG 1970-71

EDGECOMBE COUNTY TECHNICAL INSTITUTE



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EDGECOMBE COUNTY TECHNICAL INSTITUTE

GENERAL CATALOG

1970-1971

Box 277, Tarboro, North Carolina

Phone (919) 823-5166

APPROVED BY

THE NORTH CAROLINA BOARD OF EDUCATION

THE NORTH CAROLINA STATE BOARD OF NURSING

VETERANS ADMINISTRATION

THE NORTH CAROLINA STATE BOARD OF COSMETIC ART EXAMINERS

MEMBER INSTITUTION OF

THE NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES

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Application and Map ..... (Inside Back Cover)

SCHOOL CALENDAR 1970-71

Date	*Day of Week*	*Activity*
FALL QUARTER		
September 8, 1970	Tuesday	Official Registration
September 9, 1970	Wednesday	Classes Begin
September 18, 1970	Friday	Last date to enter classes
November 24, 1970	Tuesday	End of Fall Quarter
WINTER QUARTER		
December 1, 1970	Tuesday	Official Registration
December 2, 1970	Wednesday	Classes Begin
December 11, 1970	Friday	Last date to enter classes
December 18, 1970	Friday	Christmas Holidays begin after last class
January 4, 1971	Monday	Classes Resume
February 26, 1971	Friday	End of Winter Quarter
SPRING QUARTER		
March 1, 1971	Monday	Official Registration
March 2, 1971	Tuesday	Classes Begin
March 12, 1971	Friday	Last date to enter classes
April 7, 1971	Wednesday	Easter Holidays begin after last class
April 13, 1971	Tuesday	Classes Resume
May 21, 1971	Friday	End of Spring Quarter
SUMMER QUARTER		
June 2, 1971	Wednesday	Official Registration
June 3, 1971	Thursday	Classes Begin
June 11, 1971	Friday	Last date to enter classes
July 2, 1971	Friday	Independence Holidays begin after last class
July 6, 1971	Tuesday	Classes Resume
August 19, 1971	Thursday	End of Summer Quarter
August 20, 1971	Friday	Graduation

A Message From Charles B. McIntyre President

The Edgecombe County Technical Institute was founded as an area school to meet the occupational training needs of the people of this area and of the growing industrial community.

Any adult is welcome regardless of age, previous education, race or creed. Every attempt is made by the Institute to offer courses of study to provide for each individual student's needs, interests and abilities.

The purpose of this catalog is to acquaint the citizens of this area of the educational offerings of this Institute. Every effort has been made to provide the very best equipment, facilities, and professional teaching staff that is so needed. We invite every citizen of this area to consider Edgecombe County Technical Institute as you plan for the future.

BOARD OF TRUSTEES

JACK HAVENS, *Chairman*
122 East St. James Street
Tarboro, North Carolina

GUY E. BARNES, *Vice-Chairman*
817 Sycamore Street
Rocky Mount, North Carolina

BERRY L. ANDERSON
Route 2
Tarboro, North Carolina

ROBERT ANDERSON
1607 Longview Avenue
Tarboro, North Carolina

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1041 Shepard Drive
Rocky Mount, North Carolina

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Tarboro, North Carolina

JONATHAN K. FELTON
Macclesfield
North Carolina

DR. M. A. RAY
704 Panola Street
Tarboro, North Carolina

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WILLIAM H. BRAKE

A. F. FELTON

LEE R. HALL, *Superintendent*

E. S. MASSEY, *Assistant Superintendent*

C. W. MAYO, SR.

COUNTY COMMISSIONERS

HASSELL THIGPEN, *Chairman*

BERRY L. ANDERSON

ROBERT LEE DUNN

ALLEN LEE HARRELL, *Auditor*

WILEY MEARS

W. C. PITT, JR.

ADMINISTRATIVE OFFICERS

CHARLES B. MCINTYRE ---------- *President*

A.A., Wingate Jr. College; B.S., N. C. State University, M.A. Ed. East Carolina University; Further study at N. C. State University.

RONALD E. CAPPS ------- *Director of Vocational-Technical Education*

B.S., East Carolina University; M.A., East Carolina University; Further study at East Carolina University.

ROBERT J. WASHER ---------- *Director of Student Personnel*

B.S., East Carolina University; M.A., East Carolina University; Further study at Duke University.

HARTWELL H. FULLER, JR. ---- *Director of General Adult Education*

B.S., Atlantic Christian College; M.A., East Carolina University; Further study at East Carolina University.

JOE PAT TOLSON ---------- *Director of Extension*

B.S., Atlantic Christian College; M.Ed., University of Virginia.

CARSON N. SUTTON ---------- *Counselor*

B.S., Fayetteville State University; Further study at University of North Carolina at Chapel Hill.

SHERRON H. DEAL ---------- *Librarian*

B.S., East Carolina University.

SUSAN D. KILLEBREW ---------- *Bookkeeper*

OFFICE PERSONNEL

PAULETT BELCH ---------- *Secretary, Adult Education and Extension Office*

ANNETTE FORBES ---------- *Secretary, President*

JOANN MANGUM ---------- *Secretary, Student Personnel Office*

PATSY MANNING ---------- *Secretary, Vocational-Technical Office*

FACULTY

PAUL ARMSTRONG, III ..... *Learning Laboratory Coordinator*

B.S., East Carolina University.

EDITH W. BOURNE ..... *English*

B.A. and M.A., University of North Carolina at Chapel Hill, North Carolina.

ELSIE E. CRISP

RN, Methodist Hospital, Brooklyn, N. Y.

FREDERICK M. CUTLER ..... *Automotive Mechanics*

B.S., East Carolina University; Further study at East Carolina University.

HENRY M. EDMONDSON, SR. ..... *Welding*

Welding Technical School, Newport News, Virginia; Wilson Technical Institute.

VIVIAN B. GODWIN ..... *Cosmetology*

Carolina College of Beauty, Raleigh; Robert Fiance Institute of Hair Design, New York.

ROBERT C. HEMBY ..... *Auto Body Repair*

Nashville Auto Diesel College and Pit Technical Institute.

HATTIE H. JORDAN ..... *Cosmetology*

Swindell Beauty College and Civella Beauty College.

RUDOLPH KNIGHT ..... *Business Administration*

B.A., North Carolina College, Durham, North Carolina.

REBECCA B. SAUNDERS ..... *Practical Nurse Education*

BSN, Queens College, Charlotte, North Carolina.

MAINTENANCE AND CUSTODIAL STAFF

EMMA KNIGHT ..... *Maid*

WALTER KNIGHT ..... *Janitor*

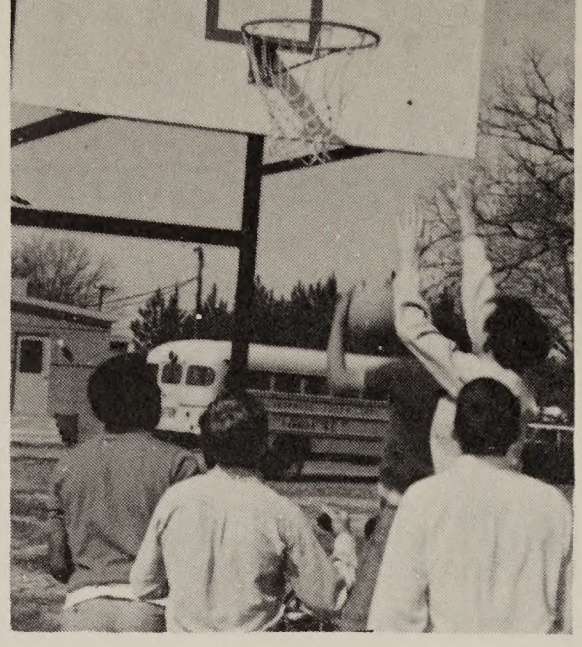
HISTORY OF THE INSTITUTE

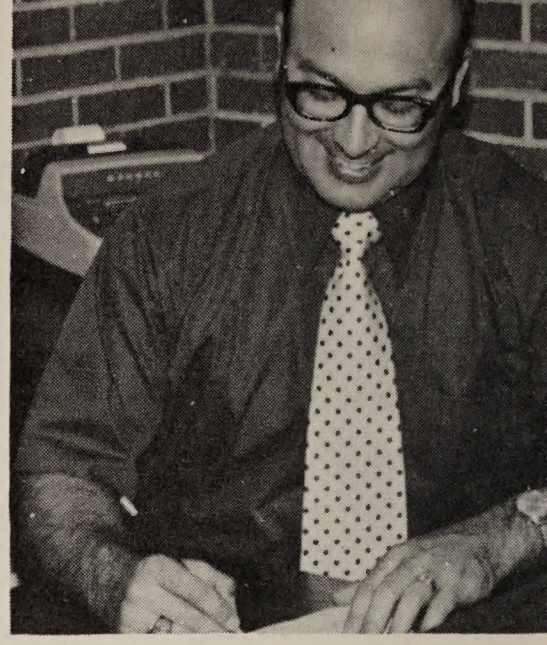
Approximately six years ago a group of interested citizens of Edgecombe County met with the President of Wilson Technical Institute to discuss the possibility of a technical institute unit in this county. From this meeting evolved the beginning of adult and technical education in Edgecombe County. In 1966 another meeting was held with Dr. I. E. Ready, State Director of the Department of Community Colleges, and representatives from Nash and Edgecombe Counties to discuss the possibility of one technical institute for both counties. Later this same year the Edgecombe County Commissioners purchased 80 acres of land from the Prison Camp. Following the purchase of the land, a committee from the Department of Community Colleges was asked to survey the site and make recommendations concerning the establishment of a technical institute. The committee met with a representative group from the Edgecombe County Commissioners and both of the Boards of Education of Tarboro and Edgecombe County. It was the decision of the committee from the Department of Community Colleges that a suitable facility could be established if extensive remodeling were done.

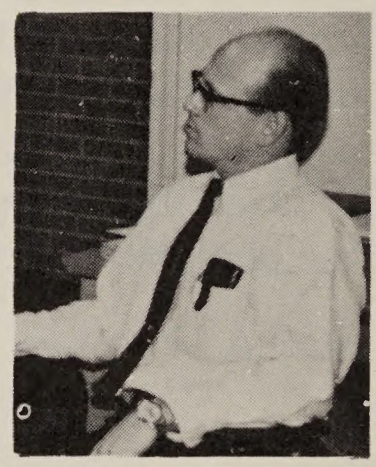
During the 1967 session of the North Carolina State Legislature, the Department of Community Colleges recommended that a given number of technical institutes be approved with the Department naming the sites. Following Legislative approval, the Department named Edgecombe County as one of the sites, and a Board of Trustees was appointed. The Board of Trustees began the search for the first president of Edgecombe County Technical Institute, who was appointed March 1, 1968. Classes officially began in September 1968.

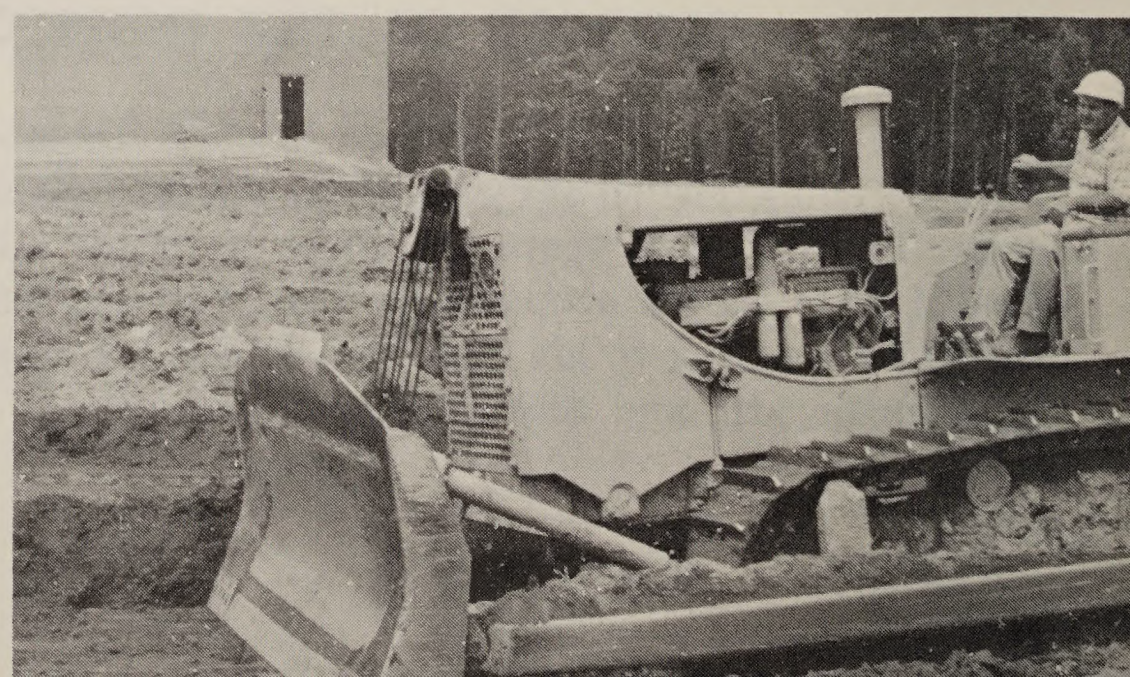
PURPOSE OF THE INSTITUTE

The purpose of Edgecombe County Technical Institute is to provide comprehensive educational opportunities for adults in the area. The Institute opens its doors to admit all beyond the usual age of high school attendance. The Institute aspires to help each student according to his need and interest to live in and contribute to a democratic and free enterprise society.









GENERAL INFORMATION

ADMISSION REQUIREMENTS AND PROCEDURES

GENERAL REQUIREMENTS

Edgecombe County Technical Institute operates under an "Open Door" admission policy and does not impose restrictive standards for admission. The Institute offers occupational programs, and adult education to all persons 18 years of age and older, who are not enrolled in high school and who are able to profit from instruction.

Admission to a specific course of study is based upon guidelines developed to help the student determine his chances for success in that course of study. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. Should a student desire a course of study but not have the appropriate educational background; developmental studies are available to prepare him for admission to the desired program.

ADMISSION PROCEDURES

Persons wishing to enroll at the Institute must complete the entire application process. This consists of the following steps:

1. Submit an application form accompanied by $5.00 deposit.
2. Submit a transcript of credits from the last school attended.
3. Complete the battery of admission and placement tests.
4. Have a personal interview with the Director of Student Personnel or other member of the administrative staff.

Upon receipt of the completed application form the Institute will schedule a date for test administration and notify the applicant by mail. Transcripts should be mailed from the school directly to the Institute on the transcript form in use by that school.

Upon completion of the above procedure, each applicant will receive written notification of the action taken by the admissions committee.

The personal interview aids the applicant and the school officials in that the applicant has an opportunity to ask questions about the school and its programs and the school officials have an opportunity to evaluate the applicant's interest in, and capability to pursue a particular program of study.

PREVIOUS EDUCATIONAL TRAINING

Students may be admitted with advanced standing by transfer from other technical institutes, colleges or universities. Credits transferred from another institution must be of "C" grade quality or higher, and parallel closely those offered by the Edgecombe County Technical Institute for the program in which the applicant desires advanced standing.

An official transcript must be submitted at least two weeks prior to registration day in order for advanced standing to be allowed.

Certain students may for reason of work experience or special high school preparation be allowed to take certain advanced courses instead of beginning at a lower level. These cases will be determined individually, and usually on the basis of a proficiency exam. Examples of this might be the applicant with typing and shorthand credits from high school. Elective courses will be chosen by the student to equal the number of credit hours omitted.

SPECIAL EXCEPTIONS

Public school dropouts between the ages of 16 and 18 may be considered persons with special needs and admitted to appropriate classes or programs, provided:

That there is written agreement between the public school and institutional authorities on each such admission.

That care is taken that such action does not encourage students to drop out of public school:

That such action does not limit the ability of the institution to provide for students 18 years old and older.

EXPENSES

TUITION AND FEES

Registration Fee (required of all students entering or re-entering) will be credited towards tuition and is not refundable	5.00
Full time students (those enrolled for twelve quarter hours) per quarter	32.00
Student Activity Fee (to be paid every quarter)	3.00

STUDENT INSURANCE

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to insure safety, it is felt to be in the interest of all students to provide some measure of insurance protection.

A group policy providing the desired insurance protection will be maintained in effect by the Institute and all students will be REQUIRED to subscribe to such coverage. The cost of accident insurance to the student will be approximately $3.00 per year.

ACADEMIC REGULATIONS

DEGREES, DIPLOMAS AND CERTIFICATES

DEGREE PROGRAMS DEFINED

The Edgecombe County Technical Institute will confer an Associate in Applied Science degree in all technical programs. This degree is conferred in the name of the North Carolina State Board of Education when all requirements for graduation have been satisfied.

DIPLOMA PROGRAMS DEFINED

The Edgecombe County Technical Institute will award a State Diploma in all trade programs. This diploma will be granted in the name of the North Carolina State Board of Education when all requirements for graduation have been satisfied.

CERTIFICATES

Certificates are issued in the name of the Edgecombe County Technical Institute to students who successfully complete any short term program or course.

DEGREE AND DIPLOMA REQUIREMENTS FOR GRADUATION

The following is established as minimum requirements for the Associate in Applied Science Degree and State Diploma.

1. Complete all course requirements as outlined by curricula and earn at least a 2.0 grade point average in courses presented for graduation.
2. Fulfill all financial obligations to the Institute.
3. Be present for graduation exercises which are held during the last week of August each year. Exceptions to this requirement in cases of unavoidable absences may be granted by the president of the Institute.
4. Prospective graduates must be dressed for graduation in the proper academic attire.

SCHOLASTIC STANDARDS

At the end of each quarter quality points are assigned in accordance with the following formula. (The minimum gradepoint for graduation is 2.00 or an average grade of C.)

A—4 quality points per credit hour

B—3 quality points per credit hour

C—2 quality points per credit hour

D—1 quality point per credit hour

Grades of F, WP, WF, and I carry no quality points.

Quality ratings are determined by dividing the total number of quality points by the number of hours attempted. If a course is repeated, the last grade will be used in determining a student's hour-quality point ratio. A ratio of 2.00 indicates that the student has an average of C; above 2.00 indicates that he has an average of above C; below 2.00 indicates that he has an average below C.

GRADING SYSTEM

Final grades will be issued at the end of each quarter to all students. Students will be graded on the acquirement of technical skills, ability to work under supervision, interest in work, initiative, and the ability to apply related information.

A 93-100 Excellent
B 86- 92 Above Average
C 78- 85 Average
D 70- 77 Passing
F Below 70 Unsatisfactory
WP Withdrawal passing
WF Withdrawal failing
I Incomplete

Incomplete: Assigned when a student is unable to complete his work or take a final examination because of illness or for other reasons over which the student has no control. This grade is given only with the approval of the Director of Student Personnel. An "incomplete" must be removed within the first six weeks of the next term in which the student is enrolled. Otherwise, the grade becomes an "F."

ATTENDANCE REQUIREMENTS

The nature of the program at Edgecombe County Technical Institute requires students to be in attendance without interruption due to absence. The basic attendance requirements are as follows:

1. A student's hours of absence in any class for whatever reason may not exceed the number of credit hours for which he is enrolled. Example: Three credit hours—maximum three absences. Students who exceed the maximum number of absences without adequate excuse will be subject to being dropped from class.
2. Students are required to give notice to their instructor or to the Director of Student Personnel in advance of an absence whenever possible. Excused absences are allowed in the following instances:
   A. Illness or injury to the student.
   B. Illness or death in the immediate family.
   C. Emergencies of other types (Considered individually.)
3. Four consecutive absences will result in the student being dropped from the class and reinstatement must be accomplished through the Director of Student Personnel.

STUDENT CONDUCT

Students will be expected to conduct themselves at all times as individuals of prudence and maturity. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and for the personal property of others.

School regulations which serve to control such activities as vehicle traffic, parking, smoking, loitering, and other aspects of personal conduct must be observed.

Students may be promptly dismissed for conduct which is considered incompatible with standards of propriety and good judgment. Students' conduct will be recorded on permanent record.

WITHDRAWALS AND ACADEMIC PROBATION

Any student who must withdraw because of illness or personal hardship may, if his work is deemed satisfactory at the time of withdrawal, reenter the course as a beginning student provided that such action is taken upon the immediate next offering of the course.

A student may be transferred from a particular course to another, for failing to achieve passing marks in half the course work undertaken during a particular quarter.

Information on dismissal and re-instatement procedures may be obtained in the Student Personnel Office.

REFUND POLICY

Tuition refunds shall not be made unless the student is compelled to withdraw. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the beginning of the quarter. No refund may be given after ten days.

No refund shall be made to students enrolled in short term, non-credit classes or for insurance fee. In any event no refund shall be made for any amount less than five dollars ($5.00).

TEXTBOOKS AND SUPPLIES

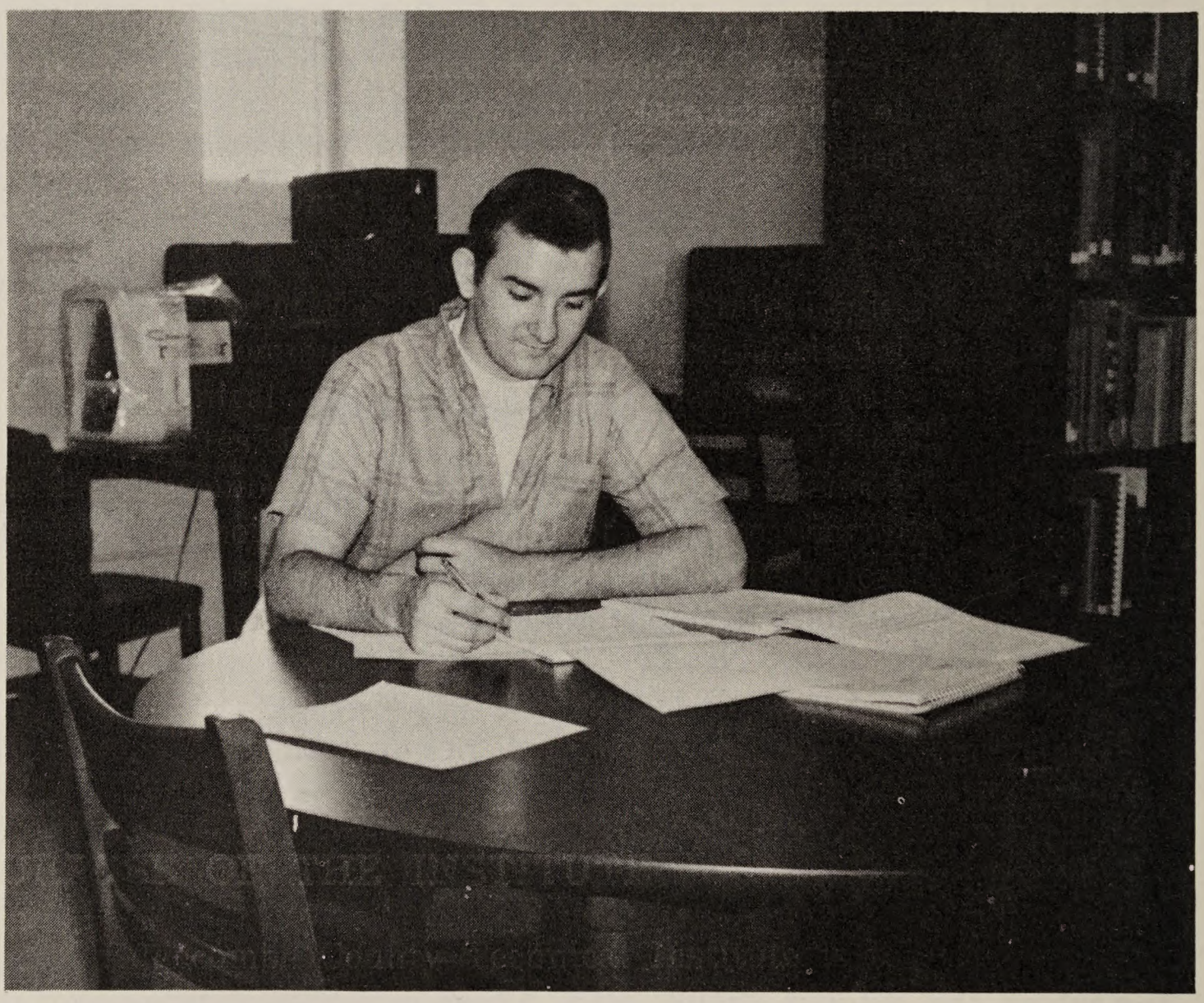
The cost of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study, but on the average range from $15.00 to $25.00 per quarter. These items may be purchased from the institution's bookstore. The first quarter of registration is generally the most expensive.

LIBRARY SERVICES

The Institute Library operates from 8:30 a.m. to 5:00 p.m., Monday through Friday, and 6:00 p.m. to 9:30 p.m., Monday through Thursday. A full-time librarian is available to assist students during library hours.

Library services are typical of nonfiction libraries in general. The range of material is from periodicals to reference books and covers the technical and trade areas. The scope of subject matter is extensive and should satisfy the needs of every educational level.

The general public, as well as students, may use library facilities and borrow books. Persons using the library are expected to conform to standard practices on return of books and decorum while in the library. Late-return fines of 2 cents per day are in effect. Lost books must be replaced in kind or purchase price.



STUDENT SERVICES

COUNSELING SERVICES

The Student Personnel Office includes counseling services. These services are available to every student from pre-admission through graduation, including transfer or placement.

Each student is assigned a faculty advisor who serves to assist the student with specific course planning and registration.

No entrance examination is required for admission to Edgecombe County Technical Institute, but by the time a student first enrolls, a battery of tests has been administered. These tests are not used as a basis for admittance or non-admittance, but rather to serve the following purposes:

1. To measure a student's aptitude and preparation to compete successfully in the technical institute's environment.
2. To indicate the student's proficiency in English and Mathematics.
3. To assist the student in selecting a program of studies consistent with his aptitude and abilities.

Students may come to the Student Personnel Office at any time when a personal problem arises which could affect his program in school.

STUDENT ACTIVITIES

Edgecombe County Technical Institute will offer its students the opportunity to participate in a variety of activities. Student activities are considered an integral part of the students' total education experience. Students are encouraged to participate in student activities.

SCHOLARSHIPS

A limited number of scholarships are available at present; however, more scholarships are expected in the near future. Students desiring such aid should contact the Student Personnel Office.

STUDENT LOANS

Student loans are available for full-time students who need financial assistance to begin or to continue occupational education. Students who have been accepted for admission and wish to apply for a loan should contact the Student Personnel Office. This should be done as early as possible before the quarter in which the student expects to enter.

VETERANS

Veterans and children of deceased veterans who want to attend school under Public Law 550 (the G.I. Bill) may receive educational benefits provided they meet the requirements established by the Veterans Administration. Application for these benefits is made through the local V.A. office. However, the student is encouraged to discuss his plans with the Director of Student Personnel before making application to the V.A.

The contact hours shown in the catalog are minimal. It is the policy of this Institute to permit students to enroll in additional subjects and laboratory work beyond these shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional hours deemed by the institution to be consistent with the program and appropriate to the student in order to meet the minimum requirements of the Veterans Administration.

DRAFT DEFERMENT

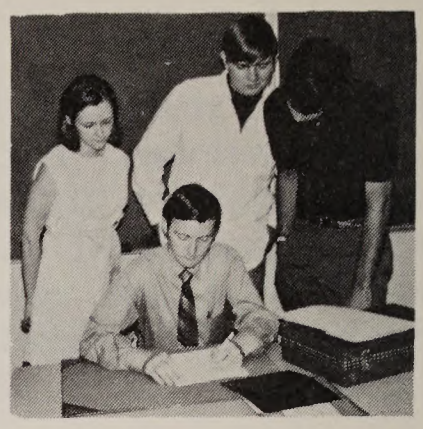
Draft deferment forms are mailed to any student's Selective Service Board upon request after he registers for the first quarter. Technical institute students are deferred under the same regulation as college students. The school is under obligation to notify the board should the student's attendance or quality of work become unsatisfactory.

PLACEMENT

The objective of this service is to guide and assist the student and graduate in obtaining the type of position for which he is best qualified. The Institute will maintain active contacts throughout Eastern North Carolina to assist the student in securing positions in industry. Students are also encouraged to utilize the services of the local Employment Security Commission.

Technical Division

EDGECOMBE COUNTY TECHNICAL INSTITUTE 1968



TECHNICAL DIVISION

The Technical Programs are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either business or industry.

Technical programs are not intended for transfer to a four-year college or university. These curriculums require two years for completion. The primary objective is employment and further growth through occupational experience. An Associate in Applied Science Degree is awarded students completing the technical programs.

Students choosing to enter a technical program must meet educational and aptitude requirements applicable to the individual course of their choosing. Students must have a well-rounded educational background in mathematics and in science and possess adult maturity with a general aptitude for advanced training.

PROGRAMS OF STUDY

Business Administration

Executive Secretarial

BUSINESS ADMINISTRATION

Since 1957 more than half of the employed people in the United States have engaged in distributing goods or rendering services. Leading manufacturers recently stated ". . . our major problem is in marketing . . ." This means that major opportunities exist in fields of marketing and distribution. Young people who are educationally and personally qualified can achieve great satisfaction and financial rewards through careers in distribution and marketing.

In North Carolina the opportunities in business are especially bright. The population of the State is becoming increasingly urban and much more differentiating in its demands for goods and services. With the increasing industrial development in this State, it becomes essential to market our products more effectively. In many instances business has become increasingly competitive, much more highly organized and automated. This situation limits the better opportunities in business to those with specialized education beyond the high school level.

The graduate of the Business Administration program may enter Distribution and Marketing in a variety of career opportunities from beginning salesperson or office clerk to owner and manager.

Suggested Sequence of Courses by Quarters

Course Title			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18

FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
		Elective	3	0	3
			17	2	18
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
		Elective	3	0	3
			15	2	16
SIXTH QUARTER					
		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			18	2	19

EXECUTIVE SECRETARIAL

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development. During the last quarter, the student engages in six hours of office application each week in a business office.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARIAL

Suggested Sequence of Courses by Quarters

Course Title			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Busines	5	0	5
T-BUS	106	Shorthand (or Elective)	3	2	4
			18	5	20
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or Elective)	2	3	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
			13	7	16
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	206E	Dictation and Transcription (Executive)	3	2	4
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			13	9	17
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
T-BUS	207E	Dictation and Transcription (Executive)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	6	0	6
			18	4	20
SIXTH QUARTER					
		Social Science Elective	3	0	3
T-BUS	208E	Dictation and Transcription (Executive)	3	2	4
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			15	2	16

TECHNICAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Technical Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit and in parentheses, the number of lecture hours and the number of laboratory hours each week.

BUSINESS

T-BUS 101 Introduction to Business **5 (5-0)**

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.

T-BUS 102 Typewriting **3 (2-3)**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

T-BUS 103 Typewriting **3 (2-3)**

Emphasis on the development of speed and accuracy with further mastery of correct typewriting techniques. Application of these skills and techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 104 Typewriting **3 (2-3)**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 106 Shorthand **4 (3-2)**

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.

T-BUS 107 Shorthand **4 (3-2)**

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 Shorthand **4 (3-2)**

Theory and speed building. Introduction of office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.

T-BUS 110 Office Machines **3 (2-2)**

A general survey of the business and office machines. Training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.

T-BUS 112 Filing **3 (3-0)**

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.

T-BUS 115 Business Law **3 (3-0)**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

T-BUS 116 Business Law **3 (3-0)**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.

T-BUS 120 Accounting **6 (5-2)**

Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. To include practical application of the principles learned. Prerequisite: T-MAT 110.

T-BUS 121 Accounting **6 (5-2)**

Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis on recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. A showing of accounting services as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.

T-BUS 123 Business Finance **3 (3-0)**

Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study of short-term, long-term, and consumer financing. Prerequisite: None.

T-BUS 124 Business Finance **3 (3-0)**

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary, and credit policies. Prerequisite: T-BUS 123.

T-BUS 205 Advanced Typewriting **3 (2-3)**

Emphasis on the development of individual production rates. Learning the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206E, 206L, 206M, 206T Dictation and Transcription **4 (3-2)**

Development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute for five minutes on new material. Prerequisite: T-BUS 108.

T-BUS 207E, 207L, 207M, 207T Dictation and Transcription 4 (3-2)

Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute for five minutes on new material. Prerequisite: T-BUS 206.

T-BUS 208E, 208L, 208M, 208T Dictation and Transcription 4 (3-2)

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

T-BUS 211 Office Machines 3 (2-2)

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.

T-BUS 214 Secretarial Procedures 4 (3-2)

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.

T-BUS 229 Taxes 4 (3-2)

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.

T-BUS 232 Sales Development 3 (3-0)

A study of retail, wholesale, and specialty selling. Emphasis placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

T-BUS 235 Business Management 3 (3-0)

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements. Prerequisite: None.

T-BUS 239 Marketing 5 (5-0)

A general survey of the field of marketing with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: None.

T-BUS 243 Advertising 4 (3-2)

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, and means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.

T-BUS 271 Office Management 3 (3-0)

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.

T-BUS 272 Principles of Supervision 3 (3-0)

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Stress on methods of supervision. Prerequisite: None.

DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems **4 (3-2)**

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. Prerequisite for all programming courses. Prerequisite: None.

ECONOMICS

T-ECO 102 Economics **3 (3-0)**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood and a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.

T-ECO 104 Economics **3 (3-0)**

Greater depth in principles of economics, including a pentration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102.

T-ECO 108 Consumer Economics **3 (3-0)**

Designed to help the student use his resources of time, energy, and money to get the most out of life. Provides the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and better understanding the economy in which he lives. Prerequisite: None.

ENGLISH

T-ENG 101 Grammar **3 (3-0)**

Designed to aid the student in the improvement of self-expression in grammar. Functional approach with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

T-ENG 102 Composition **3 (3-0)**

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis on the sentence, the paragraph, and the whole composition. Prerequisite: T-ENG 101.

T-ENG 103 Report Writing **3 (3-0)**

Utilization of the fundamentals of English as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using appropriate writing techniques and graphic devices. Practical application in the preparation of a full-length report which relates to his chosen curriculum. Prerequisite: T-ENG 102.

T-ENG 204 Oral Communication **3 (3-0)**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis on the speaker's attitude and the improvement of diction and voice. Practice in the application of particular techniques of theory to correct speaking habits. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

T-ENG 206 Business Communication **3 (3-0)**

Develops skills in techniques in writing business communications. Emphasis on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite T-ENG 102.

SOCIAL SCIENCE

T-ISC 201 Industrial Organization and Management **3 (3-0)**

Organizational structure for industrial management; operational and financial activities including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training, and supervision of personnel as found in typical industrial organizations. Prerequisite: None.

T-POL 201 United States Government **3 (3-0)**

A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None.

T-PSY 112 Personality Development **3 (3-0)**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality improvement. Prerequisite: None.

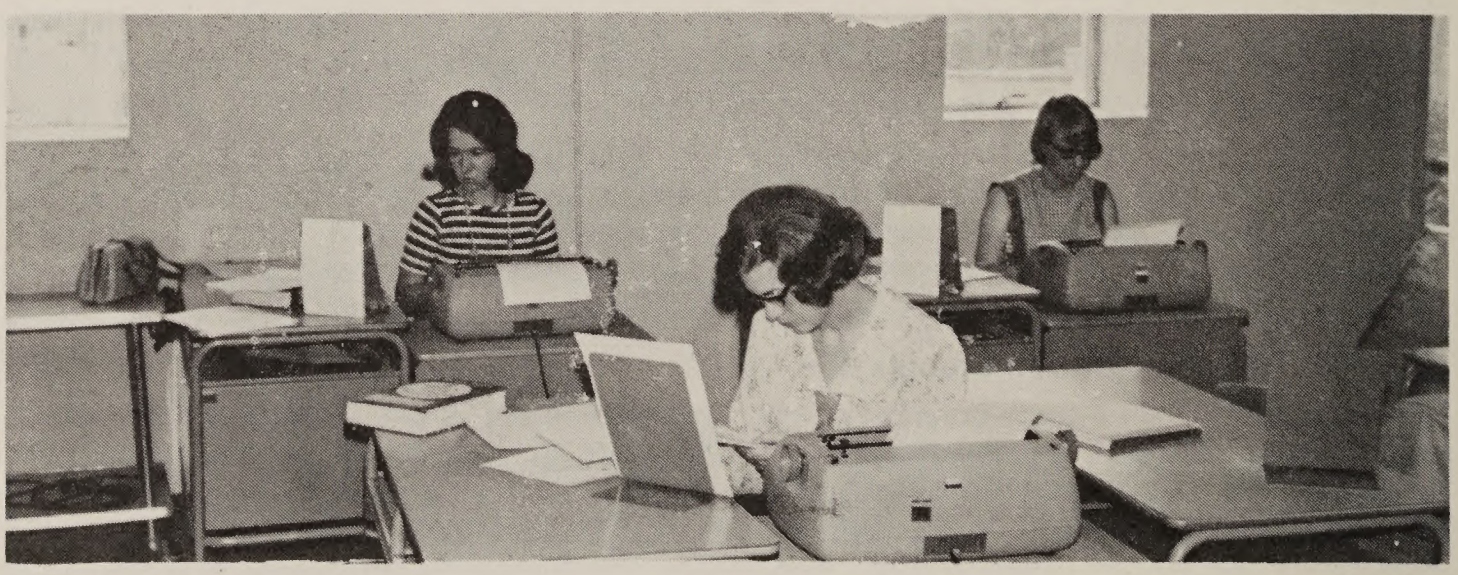
T-PSY 206 Applied Psychology **3 (3-0)**

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated: employee selection, supervision, job satisfaction, and industrial conflicts. Attention given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

MATH

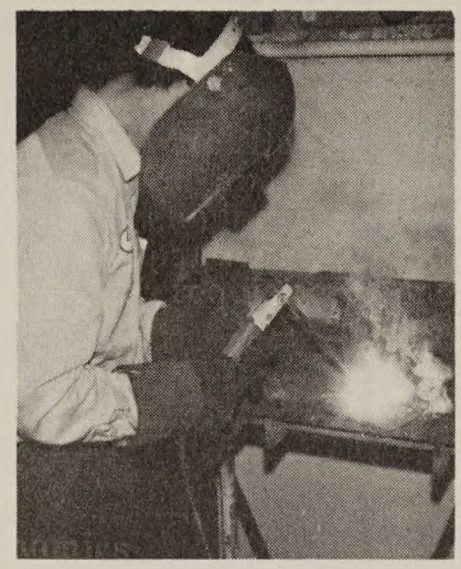
T-MAT 110 Business Math **5 (5-0)**

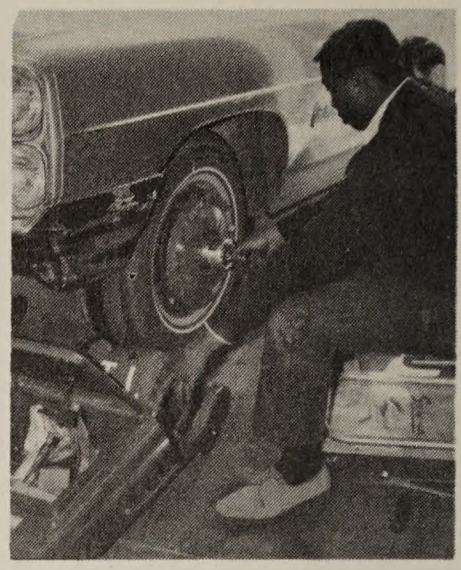
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.

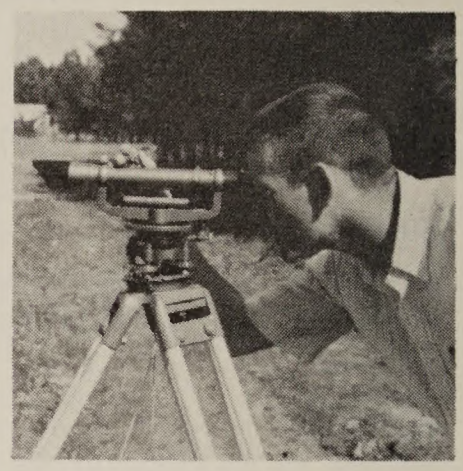


Vocational Division

EDGECOMBE COUNTY TECHNICAL INSTITUTE 1968







VOCATIONAL DIVISION

In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to successfully meet the increasing demands required in trades and industry.

Edgecombe County Technical Institute offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Trade courses require one full year of participation for students on a full-time basis. Applicants for the trade division will, therefore, be urged to enroll for a full-time program.

A diploma is awarded at the completion of a program.

PROGRAMS OF STUDY

Automotive Mechanics
Automotive Body Repair
Cosmetology
Drafting-Building Trades
Practical Nursing
Welding

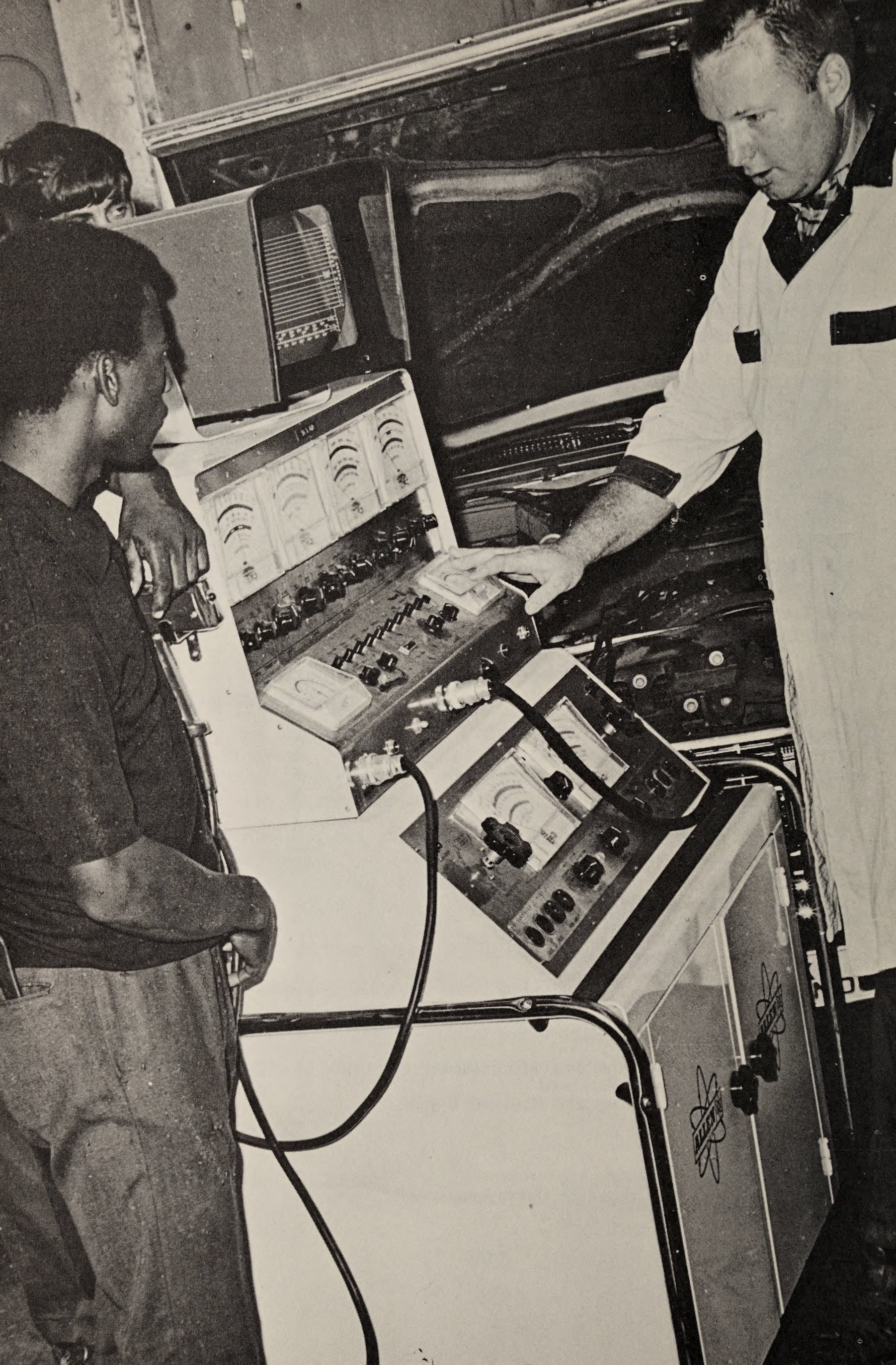
AUTO BODY REPAIR

The field of automotive body repair and painting needs many more well trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit and install glass. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters.

Suggested Sequence of Courses by Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
			13	17	19
SECOND QUARTER					
AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			9	20	16
THIRD QUARTER					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			8	21	15
FOURTH QUARTER					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			6	21	13



AUTOMOTIVE MECHANICS

The automobile industry ranks as one of the largest and most universal industries and is a source of many job opportunities. New scientific discoveries and changes in engineering and design make this a challenging and interesting occupation.

The well-trained auto mechanic is a respected and sought after tradesman. This is the largest service and repair occupation in our country, requiring over 10,000 employee replacements each year. Opportunity is dependent on ability.

The automotive mechanics curriculum at Edgecombe County Technical Institute provides training opportunities for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. An understanding of the principles involved is gained in class discussions and assignments.

A diploma is awarded upon successful completion of this curriculum.

Suggested Sequence of Courses by Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17
THIRD QUARTER					
AUT	1123	Automotive Chassis and Suspensions Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	18	17
FOURTH QUARTER					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15

COSMETOLOGY

Today the cosmetic artist is called upon to advise men and women on problems of make-up, diet, and care of the hair, skin and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetic Arts Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and syling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

The suggested curriculum guide for the cosmetology program is based on a quarter system. As you will note the usual format has been altered in that we have eliminated quarter hours of credit. This column now indicates the total contact hours devoted to specific courses. Assignment of contact hours to specific areas of instruction are in accordance with the minimum contact hour requirement as established by the North Carolina State Board of Cosmetic Art Examiners.

The 1200 hour cosmetology program prepares prospective beauty operators for the North Carolina licensing examination. Classes operate on a seven hour per-day schedule providing actual experience in such customer services as shampooing, care of the skin, massaging, and all other phases of cosmetology.

A trained beautician is in constant demand. She can find employment in the many beauty shops found in every community. A cosmetologist performs many functions in providing beauty services for customers. Some of the functions are manicuring, shampooing, permanent waving, facials, scalp treatments, hair styling, bleaching, and other services demanded of a beautician.

Suggested Sequence of Courses by Quarters

		Course Title	Hours Per Week Class	Lab.	Total Contact Hours	Quarter Hours Credit
FIRST QUARTER						
COS	1101	Introduction to Cosmetology	5	1	66	5
COS	1102	Bacteriology, Sanitation, and First Aid	5	2	77	6
COS	1103	Shampoo and Rinse	0	2	22	1
COS	1105	Finger Waving and Pin Curling	1	9	110	4
COS	1107	Manicuring	1	2	33	1
COS	1112	Personality	2	0	22	2
			14	16	330	19
SECOND QUARTER						
COS	1111	Hair Styling and Wig Care	2	9	121	5
COS	1115	Tinting and Bleaching	1	8	99	4
COS	1106	Hair Shaping	1	9	110	4
			4	26	330	13
THIRD QUARTER						
COS	1110	Permanent Waving—Cold and Heat Wave	2	15	187	7
COS	1118	Anatomy I	3	2	55	4
COS	1120	Facials	1	5	66	3
			6	22	308	14
FOURTH QUARTER						
COS	1116	Scalp Treatments	1	2	33	2
COS	1119	Anatomy II	2	4	66	3
COS	1121	Disorders of Skin, Nails, & Hair	5	3	88	6
COS	1122	Electricity	3	1	44	3
COS	1123	Chemistry	2	1	33	2
COS	1124	Operational Management	1	0	11	1
			14	11	275	17

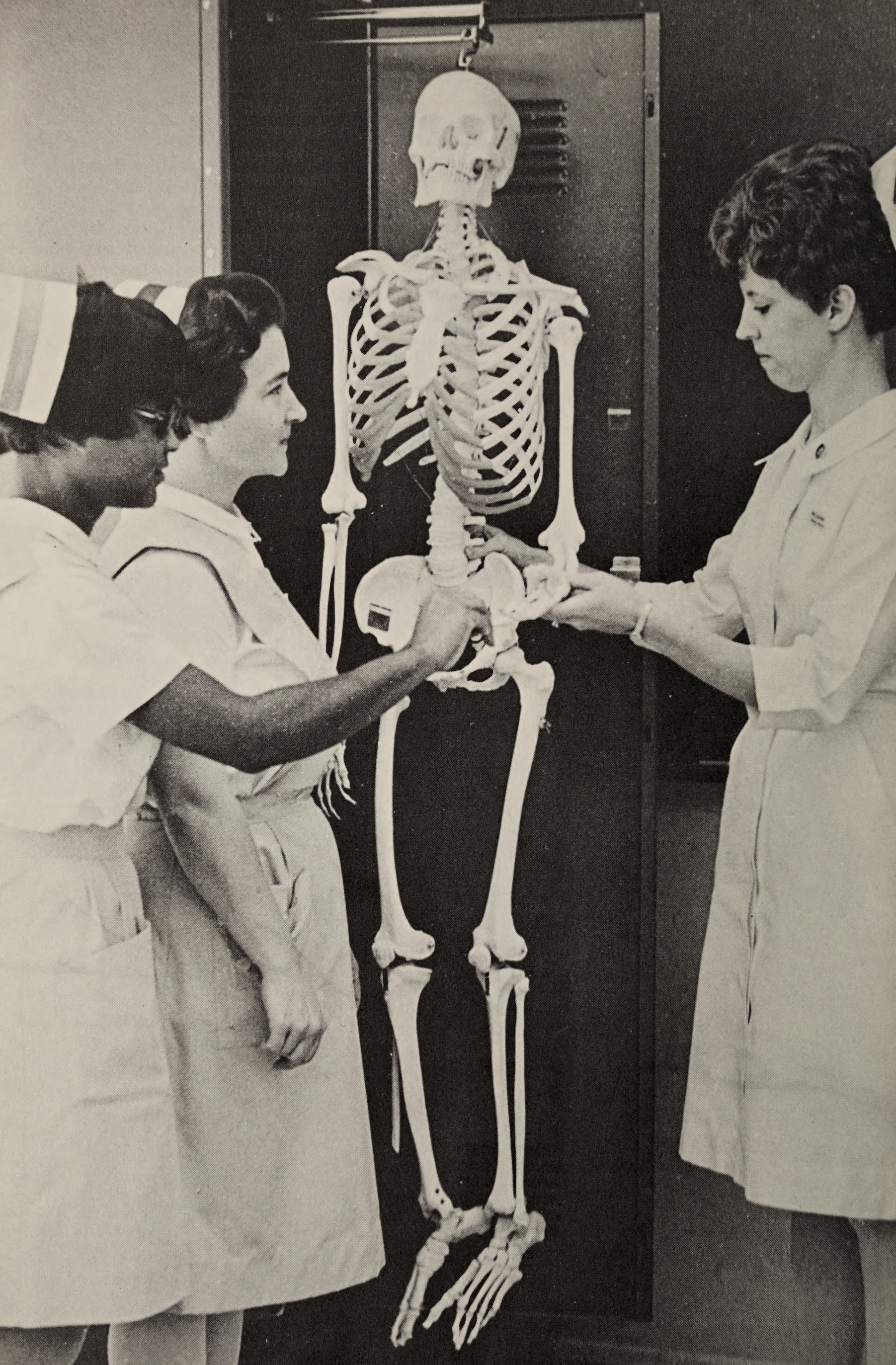
DRAFTING — BUILDING TRADES

This curriculum is designed to prepare students to enter the field of architectural drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter architectural drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel—administrative, architects, engineers, skilled workmen—and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Suggested Sequence of Courses by Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
DFT	1121	Drafting	3	12	7
MAT	1103	Geometry	3	0	3
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			11	14	16
SECOND QUARTER					
DFT	1122	Drafting	3	6	5
DFT	1125	Descriptive Geometry	2	3	3
MAT	1102	Algebra	5	0	5
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			16	11	20
THIRD QUARTER					
DFT	1141	Building Trades Drafting	3	12	7
MAT	1104	Trigonometry	3	0	3
DFT	1144	Building Materials and Methods	3	0	3
DFT	1143	Building Mechanical Equipment	3	0	3
PSY	1101	Human Relations	3	0	3
			15	12	19
FOURTH QUARTER					
DFT	1142	Building Trades Drafting	3	12	7
DFT	1145	Specifications and Contracts	3	0	3
CIV	1101	Surveying	2	3	3
BUS	1103	Small Business Operations	3	0	3
			11	15	16



PRACTICAL NURSING

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined in part by the General Aptitude Test Battery, high school record, medical examination, and an interview with the Nursing Selection Committee.

Throughout the one-year program, the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice communications, interpersonal, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills in actual patient care. In order to successfully complete the program, the student must maintain a "C" average.

Suggested Sequence of Courses by Quarters

Course		Title	Hours Per Week Class	Lab.	Total Contact Hours
FIRST QUARTER					
NSG	1101	Basic Science	6	0	6
NSG	1102	Vocational Adjustments I	2	0	2
NSG	1103	Mathematics	3	0	3
NSG	1104	Introduction to Patient Care	6	6	8
NSG	1105	Communicative Skills	3	0	3
			20	6	22
SECOND QUARTER					
NSG	1106	Medical Surgical Nursing I	2	0	2
NSG	1107	Maternity Nursing	4	0	4
NSG	1108	Nursing Care of Children	4	0	4
NSG	1109	Hospital Patient Care I		24	8
			10	24	18
THIRD QUARTER					
NSG	1110	Medical Surgical Nursing II	7	0	7
NSG	1111	Basic Pharmacology	3	0	3
NSG	1112	Hospital Patient Care II		24	8
			10	24	18
FOURTH QUARTER					
NSG	1113	Medical Surgical Nursing III	8	0	8
NSG	1114	Vocational Adjustment II	2	0	2
NSG	1115	Hospital Patient Care III		24	8
			10	24	18

WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

Suggested Sequence of Courses by Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19
SECOND QUARTER					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
THIRD QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
FOURTH QUARTER					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	3	0	3
			9	21	16

VOCATIONAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Vocational Program. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit in parentheses, the number of lecture hours, and the number of laboratory hours each week.

AIR CONDITIONING

AHR 1101 Automotive Air Conditioning **3 (2-3)**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

AUTO BODY-AUTOMOTIVE MECHANICS

AUT 1111 Auto Body Repair **7 (3-12)**

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.

AUT 1112 Auto Body Repair **7 (3-12)**

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.

AUT 1113 Metal Finishing and Painting **7 (3-12)**

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications **10 (3-21)**

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PSY 1102, DFT 1101.

AUT 1115 Trim, Glass and Radiator Repair **5 (2-9)**

Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation. Prerequisite: AUT 1112, WLD 1105.

AUTOMOTIVE MECHANICS

PME 1101 Internal Combustion Engine **7 (3-12)**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

PME 1102 Engine Electrical and Fuel Systems **9 (5-12)**

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

AUT 1121 Braking Systems **4 (3-3)**

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

AUT 1123 Automotive Chassis and Suspension Systems **6 (9-9)**

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 1102.

AUT 1124 Automotive Power Train Systems **6 (3-9)**

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.

AUT 1125 Automotive Servicing **6 (3-9)**

Emphasis on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.

BUSINESS

BUS 1103 Small Business Operations **3 (3-0)**

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

BUS 1105 Industrial Organizations **3 (3-0)**

Methods, techniques, and practices of modern management in planning, organization, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. Prerequisite: None.

COSMETOLOGY

	Class	Lab	Contact
COS 1101 Introduction to Cosmetology	**5**	**1**	**66**

Designed to give the student a background for the profession and an understanding of the laws of civic responsibilities involved.

COS 1102 Bacteriology, Sanitation and First Aid	**5**	**2**	**77**

A study of bacteriology to prevent the spread of disease in the shops, and instructions in sanitary measures and laws. Emphasis is placed on safety and methods of rendering first aid. Also instruction in health needs and habits of an individual.

COS 1103 Shampoo and Rinse	**0**	**2**	**22**

This course covers the theory of practical training necessary to develop the manipulative skill shampooing. Emphasis is placed on composition and application of various rinses.

COS 1105 Finger Waving and Pin Curling	**1**	**9**	**110**

A study of hair, use of comb, fingers, and waving lotion to produce a wave. The different styles of finger waving, pin curling, and roller curl are studied to enable the student to make application of finger waving and pin curling to various hair styles.

COS 1106 Hair Shaping	**1**	**9**	**110**

Skill in the use of scissors and razor for shaping the hair is developed in this course. The student becomes familiar with various methods of cutting hair which may be applied to specific hair styling and permanent waving.

COS 1107 Manicuring	**1**	**2**	**33**

The care of the hands and nails with emphasis on correct procedures, techniques, materials, and equipment used in giving a manicure. Also attention devoted to developing an understanding of the relationship between customer and operator.

COS 1110 Permanent Waving—Cold and Heat Wave	**2**	**15**	**187**

This course is designed to provide a foundation for the practical art of permanent waving. Such topics as types of permanent wave, texture and elasticity of hair, and shaving of hair are included. Also the methods of permanent waving are taught.

COS 1111 Hair Styling and Wig Care	**2**	**9**	**121**

This course deals with the fundamental principles of hair styling and wig care. Through study of the contour of the head and face a student learns to see the relationship of these features to various hair styles. Also extensive practice in the proper use of sculpture curls, brushing, and combing are included.

COS 1112 Personality	**2**	**0**	**22**

Designed to develop a pleasing personality, charm, and poise necessary to everyone in the beauty field.

COS 1115 Tinting and Bleaching	**1**	**8**	**99**

A study of techniques and applications involved in giving hair tints and bleaches; reaction of chemicals to certain textures of hair; composition, merits, and limitations of softeners, developers, hair tints, and bleaches.

COS 1116 Scalp Treatments	**1**	**2**	**33**

A study of the principles, techniques, materials, supplies and applications used in giving scalp treatments.

COS 1118 Anatomy I 3 2 55

The structure and function of the bones, muscles, and nerves with particular emphasis upon their application to cosmetology.

COS 1119 Anatomy II 2 4 66

A continuation of anatomy with additional emphasis on the structure and function of bones, muscles and nerves as applied to the work of the cosmetologist.

COS 1120 Facials 1 5 66

Designed to aid in the undertaking of the principles, techniques, purpose, application and benefits of facial massage and cosmetic use. The various types of facials appropriate for different types of skin studied.

COS 1121 Disorders of Skin, Nails and Hair 5 3 88

The cause, identification, and treatment of common skin disorders and scalp diseases.

COS 1122 Electricity 3 1 44

Designed to acquaint the student to electricity in its different phases as applied to cosmetology. Such topics as wallplate, high frequency and electrodes are studied and discussed.

COS 1123 Chemistry 2 1 33

Designed to give the student an understanding of the basic principles of chemistry as they apply to the field of cosmetology. The major areas of work studied in this course are: fundamentals of chemistry, chemistry of soaps, hair preparations, nail preparations, deodorant preparations, creams and lotions, and facial preparations.

COS 1124 Operational Management 1 0 11

Designed to give the student an understanding of the principles relating to the operation of a beauty shop. Emphasis on equipment, finance, and management.

DRAFTING

DFT 1101 Schematics and Diagrams 1 (0-3)

Interpretation and reading of blueprints and development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical 1 (0-3)

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; line views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1117 Blueprint Reading: Welding 1 (0-3)

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specification. Prerequisite: DFT 1104.

DFT 1118 Pattern Development and Sketching 1 (0-3)

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisites: None.

DFT 1121 Drafting **7 (3-12)**

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time. Prerequisite: None.

DFT 1122 Drafting **5 (3-6)**

The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121.

DFT 1125 Descriptive Geometry **3 (2-3)**

Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution. Prerequisite: DFT 1121.

DFT 1141 Building Trades Drafting **7 (3-12)**

An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches. Prerequisite: DFT 1122.

DFT 1144 Building Materials and Methods **3 (3-0)**

Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques. Prerequisite: None.

DFT 1143 Building Mechanical Equipment **3 (3-0)**

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Prerequisite: DFT 1122.

DFT 1142 Building Trades Drafting **7 (3-12)**

Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel within the architectural office. Prerequisite: DFT 1141, DFT 1143, DFT 1144.

DFT 1145 Specifications and Contracts **3 (3-0)**

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisites: DFT 1141, DFT 1143, DFT 1144.

CIV 1101 Surveying **3 (2-3)**

Basic instrumentation and topography will be studied together with field trips and drafting room application of site surveying. Prerequisite: MAT 1104.

ENGLISH

ENG 1101 Reading Improvement **2 (2-0)**

Designed to improve the student's ability to read rapidly and accurately. Use of special machines for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.

ENG 1102 Communication Skills **3 (3-0)**

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

MATHEMATICS

MAT 1101 Fundamentals of Mathematics **5 (5-0)**

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

MAT 1102 Algebra **5 (5-0)**

Basic concepts and operations of algebra. Historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.

MAT 1103 Geometry **3 (3-0)**

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles applied to shop operations. Prerequisite: None.

MAT 1104 Trigonometry **3 (3-0)**

Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines: graphs of the trigonometric functions; inverse functions; trigonometric equations. All topics applied to practical problems. Prequisite: MAT 1103.

PRACTICAL NURSING

NSG 1101 Basic Science **6 (6-0)**

This course includes a study of the general plan of the body and its nine systems: muscular, skeletal, respiratory, circulatory, digestive, urinary, endocrine, nervous and reproductive. Also included are the fundamental principles of nutrition and selected aspects of microbiology.

NSG 1102 Vocational Adjustments I **2 (2-0)**

This course is designed to assist the student in understanding herself, her vocation, and the individuality of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in adjusting to the role of the practical nurse as a member of the health team.

NSG 1103 Mathematics **3 (3-0)**

Included in this course is a review of basic arithmetic procedures: addition, subtraction, multiplication and division. Fractions, decimals, percentages and proportions, Fahrenheit and centigrade scales, Roman numerals, metric and apothecaries systems are also studied, with application to nursing situations.

NSG 1104 Introduction to Patient Care **8 (6-6)**

This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Laboratory hours provide opportunity for demonstration and practice of basic nursing functions discussed in the classroom.

NSG 1105 Communicative Skills **3 (3-0)**

This course is designed to aid the student in the improvement of self-expression, written composition, and speaking. Emphasis is placed on grammar, diction, spelling, vocabulary, handwriting, and reading ability, in addition to the fundamentals of charting. The course is intended to stimulate students to apply the principles of communication to both nursing and social experience.

NSG 1106 Medical Surgical Nursing I **2 (2-0)**

This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical and surgical conditions. Emphasis is placed on the causes of disease, the body's response to illness, symptoms and diagnosis of illness, the aged, the chronically ill, the patient with cancer, and the patient with an infectious disease.

NSG 1107 Maternity Nursing **4 (4-0)**

This course is designed to provide opportunities for students to acquire the knowledge, understanding, and skill required for rendering safe and effective nursing care to both the maternity patient and the newborn infant. Classroom instruction provides the background essential for related clinical experiences.

NSG 1108 Nursing Care of Children **4 (4-0)**

In this course, students consider the patterns of normal growth and development. Students should acquire the knowledge, understanding, and skills needed to give safe and effective nursing care to infants and children. Parallel guided experiences are provided in the clinical area.

NSG 1110 Medical Surgical Nursing II **7 (7-0)**

This course is a continuation of Medical-Surgical Nursing I. Emphasis is placed on understanding the principles of nursing care of patients with disorders of the skin, musculoskeletal, cardiovascular, respiratory, digestive, and urinary systems.

NSG 1111 Basic Pharmacology **3 (3-0)**

The basic concepts of drug therapy and an appreciation of the responsibilities and limitations of the Licensed Practical Nurse are emphasized in this course.

NSG 1113 Medical-Surgical Nursing III **8 (8-0)**

This course is a continuation of Medical-Surgical Nursing II. Emphasis is placed on understanding the principles of nursing care of patients with disorders of the endocrine, reproductive, nervous, and sensory systems. The care of the critically ill patient, the practical nurses' role in accident and emergency situations, and patients who have a psychiatric problem are also discussed.

NSG 1114 Vocational Adjustments II **2 (2-0)**

This course is designed to help the student practical nurse acquire knowledge of opportunities for employment, how to apply and resign from a job, nursing organizations, and the ethical and legal responsibilities she will have as a graduate.

NSG 1109, 1112, 1115 Hospital Care of Patients I, II, and III **8 (0-24)**

This course offers hospital experience in three specialties, which include medical-surgical nursing, care of the maternity patients with the newborns, and nursing of infants and children. It provides these selected experiences to increase the student's knowledge of the patient's condition and beginning skills in safe, effective care, within her defined nursing role. (Offered each quarter.)

PHYSICS

PHY 1101 Applied Science **4 (3-2)**

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisites: None.

PHY 1102 Applied Science **4 (3-2)**

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

SOCIAL SCIENCE

PSY 1101 Human Relations **3 (3-0)**

A study of the basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

WELDING

WLD 1101 Basic Gas Welding **1 (0-3)**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable. Prerequisite: None.

WLD 1105 Auto Body Welding **1 (0-3)**

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Prerequisite: WLD 1101.

WLD 1112 Mechanical Testing and Inspection **2 (1-3)**

The standard methods for mechanical testing of welds. Introduced to the various types of tests and testing procedures and performance of the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.

WLD 1120 Oxacetylene Welding and Cutting **7 (3-12)**

Introduction to the history of oxacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of welds. Prerequisites: None.

WLD 1121 Arc Welding **7 (3-12)**

The operation of AC transformers and DC motor generator arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment. Prerequisite: None.

WLD 1122 Commercial and Industrial Practices **6 (3-9)**

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the project. Emphasis on maintenance and repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.

WLD 1123 Inert Gas Welding **2 (1-2)**

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121.

WLD 1124 Pipe Welding **7 (3-12)**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and XI of the ASME code. Prerequisite: WLD 1121.

WLD 1125 Certification Practices **5 (3-6)**

Involves practice in welding the various materials to meet certification standards. Use of various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

Continuing Education

EDGECOMBE COUNTY TECHNICAL INSTITUTE 1968

ADULT EDUCATION

GENERAL INFORMATION

An important function of Edgecombe County Technical Institute is to provide general education opportunities to the adults of Edgecombe County. Adults interested in up-grading courses, skill improvements, high school completion, or personal interest classes will find such programs explained on the following pages. Additional information about any program in this section may be obtained by contacting the Diretor of Adult Education, Edgecombe County Technical Institute.

ADMISSION

Any adult living within a commuting distance of the Institute is eligible to attend adult education classes offered by the Institute on campus or at any of the several adult education centers in Edgecombe County. Any student admitted to class must have reached his 18th birthday and his regular public school class must have graduated.

CLASS LOCATIONS

A number of adult classes are held on the Institute campus. Other classes are conducted in communities of the county. New classes may be established whenever a sufficient number of students in a given community show interest in having classes brought to their community.

FEES

A nominal fee is charged for certain adult education classes to defray registration expense. Such fees, when charged, are due and payable before the first class session. Books and supplies are available through the Institute bookstore. When classes meet at community centers, the Institute bookstore makes it possible for books to be purchased at the community center.

ATTENDANCE

Adults are expected to attend classes regularly. Attendance records are maintained by class teachers. Seventy-five percent attendance is required of those receiving certificates.

CERTIFICATES AND DIPLOMAS

Certificates are awarded students meeting minimum requirements for many of the classes and programs for adults. Adult High School Diplomas are awarded adults meeting the requirements of the High School Program. The Adult High School Diploma may not be issued to any one under the age of twenty-one. If completion of the program is attained before reaching 21 years of age, the student may request a letter of confirmation from the Adult Division.

PERMISSION TO ENROLL

For admission to the Adult High School Diploma Program, a person must be at least 18 years of age. Provided, that on written recommendation of the local school superintendent, individual public school dropouts between the ages of 16 and 18 may be admitted as students with special needs.

ADULT BASIC EDUCATION (GRADES 1-8)

Adult Basic Education is a program designed with one major purpose—to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

No registration fee is required and materials are provided by the Institute. All materials used have been especially prepared with emphasis on individual needs and interests.

Classes are organized in the following groups:

GROUP I

The Basic fundamentals of reading, writing, and arithmetic are stressed in Group I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

GROUP II

Additional development of the fundamental skills is stressed. The student learns to work individually and independently. Science and social studies are included in the curriculum at this level.

GROUP III

Group III is a continuation of the second level with more individual study and a greater scope of subject matter. With the completion of Group III the adult should be equipped to go into Adult High School program.

ADULT HIGH SCHOOL COURSES

The Adult High School Diploma Program is designed for adults, 18 years of age or older, who have not finished their high school education. Adults are afforded the opportunity to earn their high school diploma through a teacher instructed, accelerated program of studies. This program is conducted in cooperation with local boards of education and is held at the high school in each community.

The Program is organized on two levels which include the following courses:

Level I	English Mathematics U. S. Government Physical Science
Level II	English Algebra U. S. History Life Science

Adult students are given placement tests prior to their enrollment in the program to determine the appropriate grade level in which they should begin. Students are required to pass each course from the point at which they began through the 11-12th grade level. Upon successful completion of the required courses, a standardized final achievement test is given to determine eligibility for the adult high school diploma. This diploma is awarded by the local Board of Education.

CULTURAL DEVELOPMENT AND GENERAL INTEREST COURSES

The cultural development program enables the adult to learn a skill in an area of his own interests. The cultural development courses offered are not Institute credit courses, but in most instances carry the character of Institute instruction. All classes

offered by the Institute are open to the adults of the community through the Adult Education and Extension Department.

Classes offered each quarter will vary according to seasonal nature and demand. Before any class can definitely be scheduled, there must be an indication through applications that a sufficient number of adults will be enrolled.

Prepared listings of proposed classes are available each quarter and may be obtained by contacting the Adult Education Division.

LEARNING LABORATORY

The Learning Laboratory program at the Edgecombe County Technical Institute is designed to provide study opportunities in practically any field that might be of interest to residents of the Edgecombe County area.

Persons interested in participating in the Learning Laboratory, after an initial interview, are provided study materials starting at a point in keeping with their achievement level and are able to progress from there. Students may elect study times adjusted to their own convenience and schedules in that the Laboratory will be in operation on a schedule adjusted to the needs of participants.

A "Learning Laboratory" is essentially an individual study situation, in which any person eighteen years of age or older may undertake most any level of Reading, English, Math, Social Studies, or Science that he desires. All of the material used in the lab is programmed; therefore, there is no need for a classroom teacher.

Programmed material is designed in such a manner as to aid the student in learning information in small sequences called "Frames." Each frame requires an immediate response, and each response is immediately checked. If the student fails to learn, or learns incorrectly, the program makes the correction or re-teaches. In this manner the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate.

The coordinator, the person in charge of the learning lab, has the responsibility of locating the level at which a student can proceed.

In addition to the organized classes at the basic and secondary education levels, the General Adult Division offers a large variety of courses both at the school and throughout the area it serves. The type and frequency of these offerings are determined by the demand and interest in a given area of study.

EXTENSION EDUCATION

FIRE SERVICE TRAINING

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Extension Division of the Institute. The Fire Service Training program provides training sessions in local departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires.

Fire Service classes include the following areas of study:

Portable Fire Extinguishers
Salvage and Overhaul Practices
Fire Apparatus Practices
Protective Breathing Equipment
Firefighting Procedures
Hose Practices
Fire Steam Practices
Forcible Entry
Rope Practices
Ladder Practices
Ventilation
Rescue Practices
Industrial Fire Brigade

HOSPITALITY AND TOURISM EDUCATION

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the Institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Food and Beverage Management and Service
Food and Beverage Purchasing
Food and Beverage Controls
Maintenance and Engineering
Supervisory Housekeeping
Service Station Attendant Training
Waiter-Waitress Training
Housekeeping Training
Human Relations
Communication
Sales Promotion
Hotel-Motel Law
Economics
Accounting
Front Office Procedure
School Food Service

NEW INDUSTRY TRAINING

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the industrial education centers. The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production. In the process of doing this, we will help the plant management develop a long-range training program of its own to meet those replacement and retraining needs that industry should and can be prepared to do for itself.

SUPERVISORY DEVELOPMENT TRAINING

The Supervisory Development program has been designed to provide instruction for supervisors at various levels of management to prepare them for advancement.

SDT 1 Principles of Supervision
SDT 2 Job Relations Training
SDT 3 Science of Human Relations
SDT 4 Art of Motivating People
SDT 5 Economics in Business and Industry
SDT 6 Effective Communications
SDT 7 Effective Writing
SDT 8 Effective Speaking
SDT 9 Speed Reading
SDT 10 Work Measurement
SDT 11 Job Methods
SDT 12 Conference Leadership Training
SDT 13 Instructor Training
SDT 14 Creative Thinking
SDT 15 Industrial Safety and Accident Prevention
SDT 16 Industrial First Aid
SDT 17 The Supervisor in North Carolina
SDT 18 Job Analysis Training
SDT 19 Management Primer
SDT 20 Cost Accounting for Supervisors
SDT 21 Supervision in Hospitals

TRAINING SERVICES TO BUSINESS AND INDUSTRY

The Vocational Extension classes are conducted by Edgecombe County Technical Institute to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes. Some examples of courses offered are:

Blueprint Reading for All Trades
Basic Electricity
Electronics
Welding
Brick Masonry
Refrigeration and Air-Conditioning
Plumbing
Electrical Wiring
Industrial Sewing
Mathematics

In-plant programs are designed to improve and enhance

employee skills. Industry is invited to discuss their needs with the Director of Adult and Extension Programs.

VOCATIONAL EXTENSION COURSES

Edgecombe Technical Institute offers, in addition to its other programs, a variety of vocational extension courses through its evening program at the Institute and at various facilities throughout the county. These courses afford the opportunity for up-grading, up-dating, and pre-employment in training.

Instruction is offered in the following areas:

Carpentry
Brick Masonry
Nurse's Assistant
Professional Housekeeping
Ambulance-Attendant Training
Commercial Cooking
Industrial Sewing
Farm Tractor Mechanics
Blueprint Reading
Waiter-Waitress Training
Small Engine Repair
Furniture Upholstering

APPLICATION FOR ADMISSION

Edgecombe County Technical Institute

TARBORO, NORTH CAROLINA

GENERAL

Name: Mr. / Mrs. / Miss — Last	First	Middle	Date of Birth	Race

Address: Number	Street	Town	Zip Code

County of Residence	State of Legal Residence	Telephone No.

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed	Social Security Number

If Single, Give Name and Address of Parent or Guardian

If Married, Give Name and Address of Husband or Wife

EDUCATION

Last School Attended	Date Graduated	Date of Expected Graduation
Address:	Mo. _____ Yr.	Mo. _____ Yr.

Circle Highest Grade Completed:	6	7	8	9	10	11	12	13	14	15	16	

EMPLOYMENT

Name of Present Employer	Occupation	Years Employed
Address of Employer		Telephone No.

MILITARY SERVICE

Have You Had Military Service ☐ Yes ☐ No	Branch of Service	Date of Discharge	Type of Discharge
Address of Selective Service Board			Selective Service Number

PROGRAM

CHECK PROGRAM FOR WHICH YOU ARE MAKING APPLICATION

- ☐ Automotive Body Repair
- ☐ Automotive Mechanics
- ☐ Business Administration
- ☐ Cosmetology
- ☐ Drafting
- ☐ Practical Nurse
- ☐ Secretary Exec.
- ☐ Welding
- ☐ Other _____

_____

_____

Date you plan to enter _____

DO YOU WISH TO APPLY FOR FINANCIAL AID

Yes ☐

No ☐

I certify that the information on this application is correct and complete. I agree to abide by the rules and regulations of the Institute if I am accepted as a student.

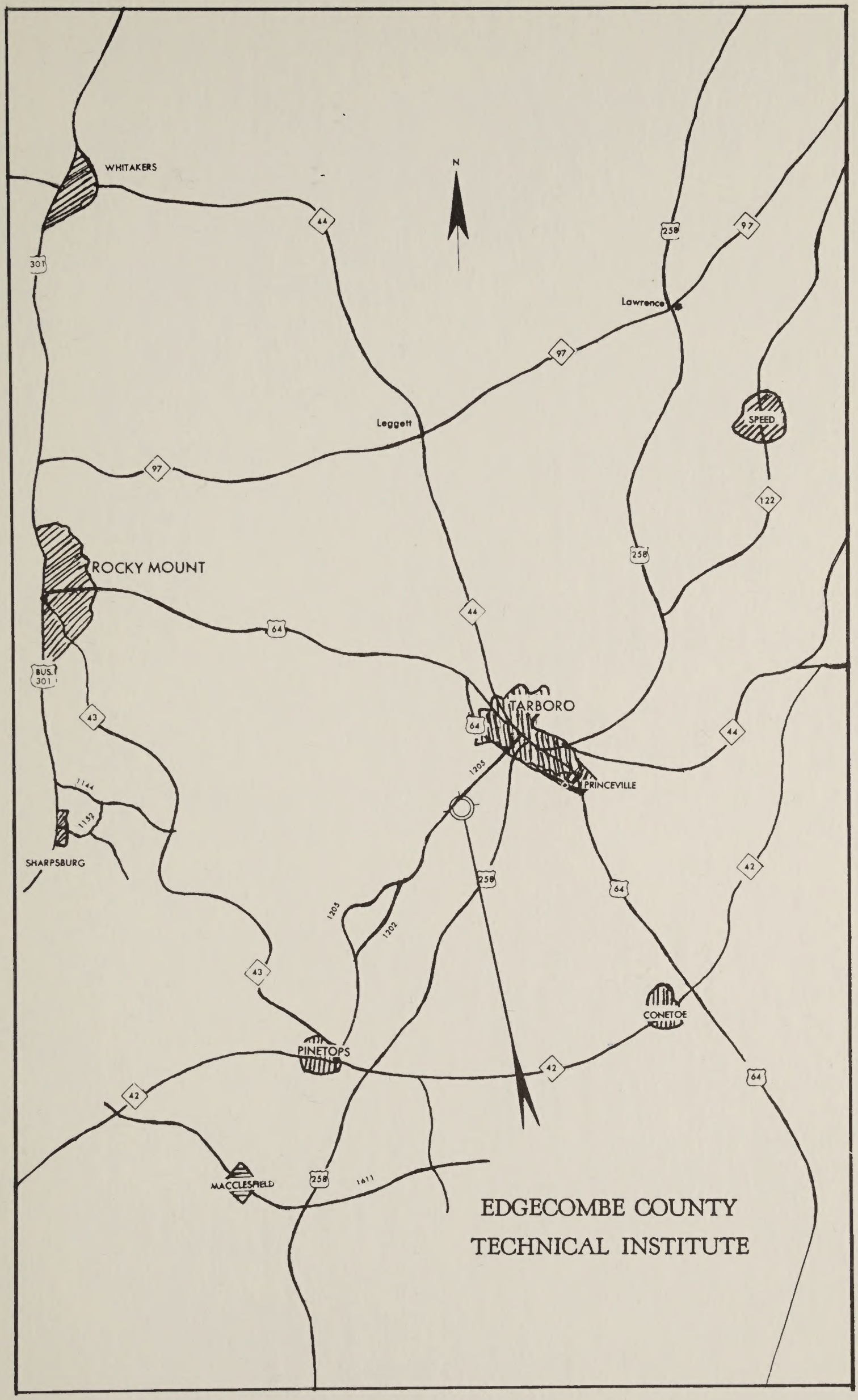
_____

Signature of Applicant

_____

Date

THIS APPLICATION SHOULD BE ACCOMPANIED BY A $5.00 APPLICATION FEE.
THE FEE WILL BE APPLIED TO YOUR FIRST QUARTER EXPENSE.


WHITAKERS
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Lawrence
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Leggett
SPEED
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ROCKY MOUNT
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BUS. 301
TARBORO
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1205
PRINCEVILLE
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SHARPSBURG
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CONETOE
PINETOPS
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MACCLESFIELD
258
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